



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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4171-11  
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|   |  |   |                    |  |  |
|---|--|---|--------------------|--|--|
| 1. Application Date<br><b>January 29, 1976</b>  |  | INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.                      |                    | FOR RECORDS MANAGEMENT DIVISION USE<br>Date Received: <b>FEB 16 1976</b><br>Application No.: <b>76-53-76-57</b><br>Date Completed: <b>MAR - 1 1976</b> |  |
| 2. Agency Application No.<br><b>2240-001</b>  |  | 3. AGENCY, Division, Subdivision & Administering Office Address<br><b>Department of Education<br/>Office of Instructional Services, Pupil Personnel Services<br/>302 Educational Annex, 156 Trinity Ave., SW<br/>Atlanta, Georgia</b> |                    | 4. Person to Contact<br><b>Dr. Neil C. Gunter</b>  |  |
| 5. Working Title<br><b>Director</b>   |  | 6. Tel. No.<br><b>656-2608</b>  |                    |  |  |
| 7. ACTION REQUESTED<br><input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD;<br>RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION;<br>NO FURTHER ACCUMULATION ANTICIPATED.   |  |   |                    |  |  |
| 8. Earliest & Latest Dates of Series<br><b>1964 to date</b>   |  | 9. Exact Series Title<br><b>See Attachments</b>   |                    |  |  |
| 10. What is the function of the office in which this record series is created?<br><br>The Office of Instructional Services is responsible for development and implementation of curriculum for Georgia schools from kindergarten through post-secondary, technical and adult education and for administering compensatory programs, state educational television program, teacher education and certification, and early childhood and special education.<br><br>The Pupil Personnel Services Unit is responsible for the overall supervision of the non-instructional service programs concerned with the welfare of the pupils, including School Psychological Services, Guidance Counseling and Testing Services, and Visiting Teacher Services. |  |   |                    |  |  |
| 11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).<br><br><b>See Attachments</b>   |  |   |                    |  |  |
| ATTACH SAMPLES OF THE FILE  |  |   |                    |  |  |
| 12. EQUIPMENT OCCUPIED  |  | No. of Drawers  | Cu. Ft. of Records | ANNUAL RATE OF ACCUMULATION  |  |
| Letter-size File Drawers  |  | 140   | 210                | 10 15  |  |
| Legal-size File Drawers   |  |   |                    | In Office(s) In Storage Area(s)  |  |
|   |  |   |                    | 168 12   |  |
| Records Center Boxes  |  |   | 96                 | This Year's Last Year's Preceding Year's All Prior Years   |  |
|   |  |   |                    | 10 5 1 0   |  |
|   |  |   |                    | AVERAGE DAILY REFERENCES   |  |

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [X]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. ☐ [ ] ☒ [X]
16. Does the series contain classified information requiring security handling? ☒ [X] ☐ [ ]  
PL 93-380, Section 513 (45 CFR, Part 99): Privacy Rights of Parents and Students
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [X]
18. Could the function be performed if the files were lost or destroyed?  
Much time and effort would be required to reconstruct files. ☒ [X] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [ ] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ [ ] See attached

24. REQUIREMENTS. The following requires the files to be kept See attached years:

- a. ☐ [ ] STATE LAW    b. ☐ [ ] STATUTE OF LIMITATION    c. ☐ [ ] AUDIT PERIOD    d. ☐ [ ] FEDERAL LAW    e. ☒ [X] ADMINISTRATIVE DECISION    f. ☐ [ ] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [ ] CALENDAR YEAR ☐ [ ] FISCAL YEAR ☒ [X] OTHER See attached, then:

- ☐ [ ] Hold in the current files area            month(s)/            year(s):
- ☐ [ ] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold            year(s):
- ☐ [ ] Destroy.
- ☐ [ ] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut-off.
- ☐ [ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

| Records Management Officer (Signature)   |                             | Date  | OTHER REQUIRED SIGNATURES |  | DATE    |
|--|-----------------------------|---|---------------------------|--|---------|
| Walker L. Baumgardner                    |                             | 2-6-76  |                           |  |         |
| 26. Recommendations in paragraph 25 are: | Agency Head/Designee        | <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved | L. C. Lowrey              |  | 2/13/76 |
|  | State Auditor/Designee      | <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved | William M. Tyson          |  | 2-26-76 |
|  | Secretary of State/Designee | <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved | Carole Kent               |  | 2/25/76 |
|  | Attorney General/Designee   | <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved | Robert Shell              |  | 2-27-76 |
| STATE RECORDS COMMITTEE                  |                             |   |                           |  |         |

Description

Disposition

**76-53**

PUPIL PERSONNEL SCHOOL SYSTEM  
CORRESPONDENCE FILES

Documents initiated or received by the Pupil Personnel Services Division relating to the programs of the division, which include:

- (1) The Visiting Teacher Service
- (2) Guidance, Counseling and Testing Services
- (3) School Psychologist Services.

Included is incoming and outgoing correspondence related to the function of the division.

Files are arranged by the above three services and thereunder alphabetically by school system.

Cut off at the end of the calendar year; hold in the current files area for two years; then destroy.

**76-54**

PSYCHOLOGICAL REPORT FILES

Documents relating to the results of the psychological testing of students from the public school systems that have been referred by the School Psychologists.

Included are: (1) Report of Services of Psycho-Educational Evaluator Evaluation, (2) Contract of Guarantee of Payment to the Psycho-Educational Evaluator, and (3) Related Correspondence.

Files are arranged alphabetically by system name.

Cut off at the end of each fiscal year; hold in the current files area for two years; then transfer to the State Record Center and hold for one year; then destroy.

**76-55**

GUIDANCE, COUNSELING AND TESTING  
LOCAL PLANS FILES

Documents relating to the approved plans of local school systems for guidance, counseling and testing.

Included are: (1) Local Plan for Guidance, Counseling and Testing (Grades 1-12); (2) Local Plan, Testing Program; (3) Local Plan, Guidance and Counseling; (4) Local Plan, Expense Estimate; (5) IT-71 Allotment Worksheet; (6) S-36 Report Enrollments; (7) Allotment Notification for Guidance, Counseling and Testing State Funds; and (8) Reimbursement Request.

Cut off at the end of each fiscal year; hold in the current files area for two years; transfer to the State Record Center and hold for one year; then destroy.

Description

Disposition

**76-56**

**GUIDANCE, COUNSELING AND TESTING  
SCHOOL SURVEY FILES**

Documents relating to surveys conducted at the request of the Guidance, Counseling and Testing Services involving post-graduation plans of students in public schools.

Included are: (1) DE Form 0062- Number of Ninth Graders by Sex and Ability Level Reporting Post-Graduation Plans, (2) Number of Twelfth Graders by Sex and Ability Level Reporting Post-Graduation Plans, (3) Number of Students by Sex and Ability Level Who Dropped Out of School, and (4) DE Form 0065- Follow-up of Previous Years Graduates by Sex and Ability Level.

Files are arranged by Congressional District, thereunder alphabetically by school system, and thereunder alphabetically by name of the school.

Cut off files at the end of each calendar year; hold in the current files area for five years; then transfer to the State Archives for permanent retention.

**76-57**

**VISITING TEACHERS  
MONTHLY REPORT FILES**

Documents relating to the caseload of the Visiting Teachers (School Social Workers) as reported to the Visiting Teachers Service monthly.

Included is Form S-24, Visiting Teachers Monthly Report.

Files are arranged alphabetically by school system.

Cut off files at the end of each fiscal year; hold in current files area for two years; then transfer to the State Records Center; hold for one year; then destroy.